

**Tucson Unified School District No. 1
Governing Board Audit Committee Meeting
Board Room, Morrow Education Center
1010 East Tenth Street
Tucson, Arizona 85719**

**December 17, 2009
2:30 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Deborah S. Corcoran
Sandy Parker, Co-Chair

Committee Members Absent:

Mary Matiella
Robert O'Toole

Others Present:

Bonnie Betz, Chief Finance Officer, TUSD Finance Department – arrived at 3:03 p.m.
Gillian Wettstein, Assistant Director, TUSD Finance Department
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to order at 2:38 p.m.

ACTION ITEMS

1. Approval of November 19, 2009 Minutes

Sandy Parker moved approval.
Deborah S. Corcoran seconded.
Approved 3-0.

STUDY/ACTION ITEMS

2. RFI Tracking List

An updated list will be provided for the January Audit Committee meeting.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran and Sandy Parker.

3. CAFR Draft

Gillian Wettstein, Assistant Director, TUSD Finance Department explained process and answered questions from the committee.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Sandy Parker and Gillian Wettstein.

4. Review of After-the-Fact Purchases

Committee discussed after-the-fact purchases report that was provided by Finance.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Sandy Parker, Bonnie Betz and Gillian Wettstein.

5. Response to Status Regarding Auditor General

Bonnie Betz contacted Auditor General regarding report. Gillian Wettstein discussed handout titled "ADE IDEA and Preschool Grant Audit Exit Interview" with committee.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Sandy Parker, Bonnie Betz and Gillian Wettstein.

6. Communication with Governing Board

For discussion Cliff Altfeld proposed instead of updating the Governing Board every six months that a memo is composed after each committee meeting listing a few items that were discussed.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information was Cliff Altfeld, Deborah S. Corcoran, and Sandy Parker and Bonnie Betz.

7. Monthly BAI's from Regular Governing Meetings

The committee reached consensus through discussion that it does not need to review monthly board agenda items.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Sandy Parker, and Bonnie Betz.

8. Proposed Agenda Items and/or Additional RFI's
Agenda items for January 21st meeting: USFR
Comprehensive Questionnaire Comments, CAFR,
Anonymous Complaint and Investigation Form and Monthly
Budget Update

No Action Required, discussion
only.

Persons commenting, asking questions, or providing
information were Cliff Altfeld, Deborah S. Corcoran, Sandy
Parker, and Bonnie Betz.

MEETING ADJOURNED 3:55 p.m.

Sandy Parker moved approval.
Deborah S. Corcoran seconded.
Approved 3-0.

Approved this 21st day of January, 2010.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____

Clifford Altfeld
Audit Committee Chair

mcb
12-17-09 Audit Committee/Minutes